



State of Louisiana
Division of Administration
Office of State Uniform Payroll

November 8, 2011

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2012-17

TO: LaGov HCM Paid Agency Human Resources
and Employee Administration Staff

FROM: Andrea P. Hubbard
Director

SUBJECT: Holiday Processing for November and December 2011

Attached are calendars detailing November and December 2011 processing schedules for LaGov HCM. It is imperative to note which holidays are on the LaGov HCM holiday calendar and which are not. Remember, holidays that do not appear on the LaGov HCM holiday calendar are not processed automatically.

Listed below is additional information that will clarify any concerns on processing and/or mailing of off-cycle checks, direct deposits, and regular payroll checks during these holiday periods:

- Off-cycle closes at the normal time on Wednesday, November 23, 2011. Off-cycle will remain closed until the morning of Wednesday, November 30, 2011.
- Off-cycle closes at the normal time on Wednesday, December 21, 2011. **Off-cycle will re-open around 9:00 a.m. on Tuesday, December 27, 2011.**
- Off-cycle is **ONLY** open on Tuesday, December 27, 2011 for the December 30, 2011 payday due to year-end processing and holidays; therefore, payroll should be audited and off-cycles processed as soon as possible.
- Off-cycle closes at the normal time on Tuesday, December 27, 2011 and will remain closed until Tuesday, January 3, 2012. Direct deposits for December 27, 2011 off-cycle will be transmitted on December 28, 2011. Off-cycle checks saved on December 27, 2011 will be mailed by December 30, 2011.
- OSUP will accept requests for reversals on Tuesday, December 27, 2011 until 2:30 p.m. for the December 30, 2011 payday. All reversals approved by OSUP **must have an off-cycle correction stored by 4:30 p.m. on Tuesday, December 27, 2011.** Reversal requests received after 2:30 p.m. on Tuesday,

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December 27, 2011 will not be processed in LaGov HCM until after the 2011 W-2s have been completed.

- Requests for reversals for periods prior to pay period 26 2011 must be sent to OSUP by December 20, 2011. Requests received after this day will not be processed until after the 2011 W-2s have been completed.
- **December 30, 2011 payday direct deposits will be transmitted on December 28, 2011** for December 30, 2011 settlement date (check date). Payroll checks will be mailed **by** December 30, 2011.

Any questions on the processing and/or mailing of employees' direct deposits and checks should be directed to OSUP at (225) 342-0713. If you encounter a particular holiday-related scenario that you are not sure how to code on a time record, please contact the [LaGov HCM Help Desk](#).

APH:PAR/pbh

Attachments: [2011 LaGov HCM Holiday Processing Calendars](#)